



UNITED STATES BANKRUPTCY COURT

OFFICE OF THE CLERK
EASTERN DISTRICT OF MISSOURI
ONE METROPOLITAN SQUARE
211 NORTH BROADWAY - SEVENTH FLOOR
ST. LOUIS, MISSOURI 63102-2734

DANA C. MCWAY
CLERK OF COURT

(314) 425-4222 EXT.394
FAX (314) 425-4063

Instructions for Attorney Admission Pro Hac Vice

In order to comply with Local Rules 12.01 (A) and 12.01 (E) of the United States District Court for the Eastern District of Missouri, it will be necessary for you to file the following **with the Clerk, U.S. Bankruptcy Court:**

- (a) Motion Pro Hac Vice (see attached Verified Motion for Admission Pro Hac Vice);
- (b) A proposed order; and
- (c) A check payable to: **Clerk, U.S. District Court**, in the amount of \$25.00 (twenty-five dollars).

Pursuant to United States District Court, Eastern District of Missouri Local Rule 12.01(A), an attorney may appear personally on his or her own behalf without filing a pro hac vice application if the attorney is, in fact, acting on his own behalf, and not through a law firm or professional corporation. To be excused from filing the application, the attorney must file a Motion to Be Excused from Filing a Pro Hac Vice Application reciting why the attorney believes he or she is not required to be admitted pro hac vice.

In existing cases, **failure to file a Pro Hac Vice Application or Motion to be Excused within five (5) business days of the date of a deficiency notice from the court may result in your pleadings being stricken without further notice of this court.**

With regard to new petitions, **failure to provide this information within five (5) business days of the date of notice from the Court will result in this case being classified as filed by a Pro Se debtor.**

If you wish to seek admission to the District Court, Eastern District of Missouri, please contact that court at (314) 539-7348 or 539-7349. Thank you.

Local Rules 12.01(A), 12.01(E) and 12.01(F) United States District Court, Eastern District of Missouri
(applicable to proceedings before the United States Bankruptcy Court, Eastern District of Missouri)

XII. ATTORNEYS.

Rule 12.01 Attorney Admission.

(A) Roll of Attorneys

The bar of this Court consists of those attorneys who have been granted admission upon satisfaction of the requirements for admission to practice before this Court prescribed by the rules in force at the time of their application for admission. Only attorneys enrolled pursuant to the rules of this Court or duly admitted pro hac vice may file pleadings, appear or practice in this Court, provided, however, that nothing in these rules is intended to prohibit any individual from appearing personally on his or her own behalf. An attorney admitted to practice in another federal district court or licensed by any state to practice law may appear and represent the United States or the State of Missouri, or any of their respective departments or agencies, without general admission to the bar of this Court. Admission to the bar of this Court is not required in order to file or appear in a miscellaneous case.

....

(E) Admission Pro Hac Vice.

An attorney who is not regularly admitted to the bar of this court, but who is a member in good standing of the bar of the highest court of any state or the District of Columbia, may be admitted pro hac vice for the limited purpose of appearing in a specific pending action. Unless allowed by a judge for good cause, an attorney may not be granted admission pro hac vice if the applicant resides in the Eastern District of Missouri, is regularly employed in the Eastern District of Missouri, or is regularly engaged in the practice of law in the Eastern District of Missouri.

A motion requesting admission pro hac vice shall be verified and shall include the name of the movant attorney, the address and telephone number of the movant, the name of the firm under which the movant practices, the name of

the law school attended and the date of graduation, the movant's dates and places of admission to practice law, and a statement that the movant is in good standing in all bars in which he or she is a member and that the movant does not reside in the Eastern District of Missouri, is not regularly employed in the district, and is not regularly engaged in the practice of law in this district. The motion shall be filed with the Clerk of the District Court or with the Clerk of the Bankruptcy Court as appropriate, where the action is pending, upon payment of the prescribed fee.

(F) Duty to Report Change of Address.

Attorneys admitted to practice under this rule have a continuing duty to promptly notify the Clerk of any change of business address and telephone number.

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF MISSOURI
EASTERN DIVISION

In re [Debtors Name])
)
 Plaintiff,)
) Case No. _____
 vs.)
)
 Defendant.)
)

VERIFIED MOTION FOR ADMISSION PRO HAC VICE

Pursuant to Rule 12.01(E) of the local rules of the United States District Court for the Eastern District of Missouri, I, _____
move to be admitted pro hac vice to the bar of this court for the purpose of representing _____
_____ in the instant matter. In support of this motion, I submit the following information as
required by Rule 12.01(E):

- (a) Full name of the movant-attorney;
- (b) Address and telephone number of the movant-attorney;
- (c) Name of the firm or letterhead under which the movant practices;
- (d) Name of the law school(s) movant attended and the date(s) of graduation therefrom;
- (e) State and federal bars of which the movant is a member, with dates of admission and registration numbers, if any;
- (f) Statement that movant is a member in good standing of all bars of which movant is a member and that movant is not under suspension or disbarment from any bar;
- (g) Statement that movant does not reside in the Eastern District of Missouri, is not regularly employed in this District, and is not regularly engaged in the practice of law in this District.

Movant attests under penalty of perjury to the truth and accuracy of the foregoing facts, and respectfully requests that this motion be granted and that movant be admitted pro hac vice to the bar of this Court and be allowed to appear in the instant matter.

Insert Attestation

Please submit a proposed order with this Application